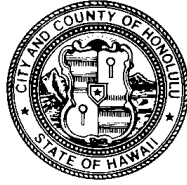


**LIQUOR COMMISSION
CITY AND COUNTY OF HONOLULU**

711 KAPIOLANI BOULEVARD, SUITE 600, HONOLULU, HAWAII 96813-5249
PHONE (808) 768-7300 • FAX (808) 768-7311
INTERNET ADDRESS: www.honolulu.gov/liq • E-MAIL: liquor@honolulu.gov



RICK BLANGIARDI
MAYOR

NARSI A. GANABAN
INTERIM CHAIRPERSON

MALAMA MINN
CO-VICE CHAIR

DARREN Y.T. LEE
CO-VICE CHAIR

DUANE R. MIYASHIRO
COMMISSIONER

FRANKLIN DON PACARRO, JR.
ADMINISTRATOR

ANNA C. HIRAI
ASSISTANT ADMINISTRATOR

April 5, 2021

TO: LIQUOR LICENSEE

FROM: FRANKLIN DON PACARRO, JR., ADMINISTRATOR

A handwritten signature in black ink, appearing to read "Franklin Don Pacarro, Jr.", is written over the printed name.

SUBJECT: ANNUAL LIQUOR LICENSE RENEWAL FOR FISCAL YEAR 2022
July 1, 2021 - June 30, 2022

We know many of you continue to face economic and personal challenges in light of this pandemic. As we all continue to navigate through these challenges, please know we are committed to working with you and championing your success.

During this past year, many businesses transitioned to online services, and we are no exception. We encourage you to use the **LCIS** (Liquor Commission Information System) to renew your liquor license online – it's easy, accessible 24-hours/day, and convenient. Simply complete your renewal application, upload the required documents, and pay by credit card. We will even waive the credit card fee this year.

To assist you with the online license renewal, we are offering training and tech support:

- ☐ **Online License Renewal Training from 10:00 a.m. – 11:30 a.m.**
 - April 27, April 29, May 25, May 27, June 8, or June 10
- ☐ **LCIS Tech Support** – Email: LCIS@honolulu.gov; Phone: (808)768-7336

REGISTER FOR LCIS ACCESS and GATHER YOUR REQUIRED DOCUMENTS NOW

- ☐ Register for a LCIS account – see item #1 in the “Instructions for Online Renewal”
- ☐ Certificate of Insurance (COI), in effect on July 1, 2021
- ☐ Certificate of Good Standing (COGS) printed within 60 days of filing; **OR**
Hawaii Compliance Express (HCE) Certificate of Vendor Compliance print out
- ☐ State of Hawaii Tax Clearance
 - Pre-Tax Clearance document from the State of Hawaii Department of Taxation (DOTAX); **OR**
 - An original or certified DOTAX Form A-6; **OR**
 - A current DOTAX payment plan; **OR**
 - HCE Certificate of Vendor Compliance print out
- ☐ Credit card to pay your Annual License Fee
- ☐ Payment of outstanding fines, fees, or other charges, if any
- ☐ Submittal of outstanding financial reports due to the HLC, if any

If you have any questions, please email us at HLC@honolulu.gov. Thank you.

INSTRUCTIONS FOR ONLINE RENEWAL (USING LCIS)

- 1) To register for a LCIS account:
 - a) Using Google Chrome, go to the LCIS Information Page: <http://www.honolulu.gov/liq/lcis.html>
 - b) Fill out the appropriate form below and email to LCIS@honolulu.gov
 - Licensees (Officers, Directors, or Members): **LIQ-LCIS-901** (*Request for LCIS User Access*)
 - Authorized Agents: **LIQ-LIC-106** (*Notification of Authorized Agent*)
 - c) Check your email for a temporary password from LCIS@honolulu.gov.
 - d) Log onto the LCIS Homepage using the temporary password, then change to a permanent password.
- 2) Complete the online Liquor License Renewal Application. Scan and upload the following documents:
 - a) **Certificate of Insurance (COI)**. \$1,000,000 Liquor Liability insurance coverage in effect July 1, 2021. Not required for license classes: 1 (*Manufacturer*), 3 (*Wholesaler*), 7 (*Vessel*), 9 (*Tour/Cruise Vessel*), and class 4 (*only if the Retail store is less than 2,500 sq. ft.*).
 - b) ***Certificate of Good Standing (COGS)**. Dated within 60 days of filing application. *Not required for Sole Proprietor*. May be purchased online at: <http://cca.hawaii.gov/breg/>
 - c) ***State of Hawaii Tax Clearance**. The FY21 Pre-Tax Clearance document from DOTAX (*mailed to you by DOTAX*); OR a certified DOTAX Form A-6; OR a current DOTAX payment plan.
 - d) **Hawaii Compliance Express (HCE) Certificate of Vendor Compliance**. A "Compliant" status from the Hawaii Dept. of Commerce & Consumer Affairs may be submitted in lieu of the *Certificate of Good Standing (item b). A "Compliant" status from the State of Hawaii Dept. of Taxation may be submitted in lieu of the *Pre-Tax Clearance form (item c).
Go to: <https://vendors.ehawaii.gov/hce/splash/welcome.html> to create an online account, and allow 2-3 weeks to receive a response by email.
 - e) **Payment**. You may use your VISA/MasterCard/Discover (*the 2.35% service fee will be waived*).
- 3) A LICENSE WILL NOT BE ISSUED if there are discrepancies, such as missing documents; missing or partial payment(s); unpaid fines, fees, or miscellaneous charges; and/or outstanding or unfilled Gross Liquor Sales (GLS) reports.
- 4) WHO IS AUTHORIZED TO SIGN:
 - a) Only corporate/club officers or directors, member(s)/manager(s) of a member-managed LLC, or general partners of a partnership on file with the HLC may sign/approve.
 - b) **Form LIQ-LIC-106** or a copy of a Power-of-Attorney (POA) is required for anyone other than the above to sign.
- 5) CHANGES TO OWNERS/OFFICERS:
 - a) The addition or deletion of Officers/Directors/ 25%+Stockholders/ LLC-Member(s) or Manager(s) or Partner(s), must be reported to the HLC within thirty (30) days of occurrence.
 - b) Use **Checklist 017** and the required forms to make necessary changes.
- 6) IF YOU ARE NOT RENEWING your FY22 Liquor License, select "License NOT RENEWED" no later than June 16, 2021. Licensee must still submit Gross Liquor Sales (GLS) Report for FY21 (for liquor sales made between July 1, 2020 – June 30, 2021) due by July 31, 2021.
- 7) TO UPDATE YOUR ADDRESS, PHONE NUMBER, OR OTHER CONTACT INFORMATION:
Use **Form LIQ-LIC-134** and email the completed form to HLC@honolulu.gov.
- 8) ALL FORMS AVAILABLE ON OUR WEBSITE: <http://www.honolulu.gov/liq/formsdocuments.html>